



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Inventory Assistant
Supervisor Title/ Level: Chief Field Office
Organizational Unit: Operations
Post Location: Maroua, Cameroon

Job Level: GS-4 Job
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context

The Generic Job Profile for a Inventory Assistant at the G-4 level is to be used in a UNICEF Maroua field office, to the Chief Field Office.

Purpose for the job

Under the direct supervision of the Chief Field Office, responsible for maintaining an accurate and updated warehouse/stores inventory system for all programme supplies and equipment in all UNICEF operated warehouses/stores, in line with UNICEF policies and procedures.

III. Key functions, accountabilities and related duties/tasks:

1. Responsible for establishment and management of an inventory database system, to ensure that accurate and updated inventory of all supplies and equipment received is recorded and maintained properly.
2. Follow up to ensure Inventory reports received from Douala Hub and input these to prepare consolidated report, to be shared with the Country Management Team and Programme Management Team on a biweekly basis
3. Upon receipt of pre-advice on offshore shipments, print and input data into the PGM status report, ensuring that the supplies received are as per PO quantities and description. In case of discrepancy. alert Procurement Officer immediately
4. Inform programme sections by way of pre-alert and goods arrival notification for the effective and timely distribution of programme supplies to the respective project implementation partner or area of need,
5. Monitor expiry dates of goods on entry, ensuring this is brought to the attention of relevant programme staff, so that loss due to expiry of goods is minimized. Also monitor expiry dates of emergency goods kept in UNICEF warehouses to ensure these are utilized prior to expiry.
6. Maintain complete filing records of all PGMs/POs/Bids/CRC documents, ensuring check, lists available for easy reference and retrieval
7. File all warehouse transaction documents by programme/projects with the relevant supporting documentation for easy reference and retrieval
8. Assists and perform the tasks of the shipping/stores Assistant whenever required

IV. Impact of Results

The capacity of the Inventory Assistant to effectively and efficiently carry out the above duties contributes to the efficient planning, management and oversight of cost effective procurement, contracting, inventory, storage and delivery of supplies and related services directly impact on program delivery of goals and results. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results.

V. Competencies and level of proficiency required (Please base on UNICEF Competency Profiles)

CORE VALUES

Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS)

CORE COMPETENCY

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others.

VI. Recruitment Qualifications

Education:	Completion of secondary school education is required, with courses/certifications in Business Studies, Stores Management or related field. Computer literacy in Windows, Word, excel and Power Point
Experience:	Four years of progressively responsible work experience in a similar capacity/area.
Language Requirements:	Fluency in French and good working knowledge of English. Good knowledge of local language

VII. Signature — Job description Certification

Title; (Supervisor), Chief Field Office (Maroua, Cameroun)

Name: Suzanne Dieng

Signature:

Date:

Title: (Head of Office), Representative

Name: Nadine Perrault

Signature:

Date: